

10 June 1981

MEMORANDUM FOR: Chief, Building Planning Staff, OL

FROM:

Administrative Officer, OGC

SUBJECT: Project Organization

REFERENCE: Memorandum from Chief, Building Staff to
Building Planning Committee Members, subject as
above, dated 6 May 1981

1. As requested the following is OGC's response to
questions raised in the referenced memorandum, paragraph four.

Question: (1) Are there components in these spaces that
could not or should not move to Langley?
Identify the organizations.

Answer: (2) The OGC Logistics and Procurement Law
Division is now located in
This Division is responsible for all matters
related to procurement contracts, logistics,
real estate, firearms and munitions control,
procurement and
automobile tort claims. Therefore, this
division should remain in close proximity to the
Office of Logistics wherever they are located.

Question: (1) Are there elements not covered by this
planning assumption that should move to Langley,
e.g., elements at
etc? Identify the organization.

Answer: (2) Not applicable to OGC

Question: (1) Provide estimates of Headquarters personnel
ceiling for 1987 and circa 2000. To the extent
possible, indicate organizational areas of
expected growth/reduction.

Answer: (2) Over the period of the last six years, OGC
has expanded from a total staffing complement of
 personnel to a total of today. That is a

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[] total increase or an increase of about [] per year. We are still quite small in comparison to legal offices in other Departments and agencies of similar size and need for legal services. For example, the Department of State has about [] the number of attorneys that we have here. On the other hand, it is quite difficult to predict whether major portions of our practice will remain active over the next few years. For example, if the Agency is totally and retroactively exempted from the FOIA, then that will have an impact on the needs of this Office. It is thus quite obvious that any answer to the question is at best a guess. Our best estimate is that by 1987 our total office strength may be [] and by 2000 it may be []. The current OGC on-duty strength is as follows:

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Staff Positions
Part-time Employees
Contract Employees
Employees on Rotational
Assignment
Total

[]

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Question: (1) Provide a description of Headquarters machine support expected by 1987 and circa 2000. Estimates of number of terminals, processors, special purpose centers, storage capacities, etc. will be helpful in designing environmental support systems.

Answer: (2) Projected estimates for machine support by 1987 and circa 2000 will depend upon the work load in OGC at that time. However, in past years OGC has expanded at a steady pace. We would expect this trend to continue through the year 2000. Estimates for machine support are as follows:

	1987	2000
(a) Terminals:	[]	[]
To include LEXIS, a legal research data base on-line system. One terminal for each employee by 2000.		
(b) Word Processors	[]	[]

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- (c) Storage capacities: Unknown
- (d) Special Purpose Vault: OGC Library 2665 sq. ft. in 7B corridor

Question: Are there new technologies being considered for Headquarters application that may present unique requirements for floor loading, power, and environmental control above and beyond those necessary to support current computer and communications technology? If so, describe the expected characteristics.

Answer: None that we are aware of at this time.



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